

SAINT ANTHONY CHURCH

1627-B Mill Street

Wailuku, Maui, Hawaii 96793-1999

Phone: 808-244-4148 Fax: 808-242-9375

Marriage Requirements & Guidelines

Canonical Requirements:

- 1) Personal interview appointment with a priest or deacon.
- 2) Marriage preparation program (which will be explained during the personal interview).
- 3) Minimum six (6) months pre-marital preparation.

Required Documentation (this will be explained during the personal interview):

- 1) Pre-Nuptial Investigation.
- 2) Permission from proper pastor if needed.
- 3) Notarized "Freedom to Marry" Form.
- 4) Current Baptismal Certificate for Catholics (must be dated within the six months).
- 5) Declaration of Nullity document (if applicable).
- 6) **FOCCUS** Assessment (a self-diagnostic instrument designed to help couples learn more about themselves and their unique relationship). An assigned marriage preparation couple facilitates the review.
- 7) Engaged Encounter Weekend

Marriage License:

A license is required by the State of Hawaii. This license must be obtained directly from the State of Hawaii Department of Health. Please consult the State of Hawaii Department of Health website at www.hawaii.gov/doh for more information. The license is valid for 30 days only, so please arrange to obtain a license no more than 30 days prior to your wedding date.

Active parishioners:

An "active parishioner" is defined as registered with St. Anthony Church at least six (6) months prior to date of inquiry, attends Mass regularly, actively participates in a ministry and/or stewardship, which is the contribution of time, talent and treasure. The recommended donation is \$300.00 for the parish and \$100.00 for the presider. For non-active parishioners and visitors, the donation is \$500.00 for the parish and \$100.00 for the presider.

Cancellations:

If you cancel the wedding or decide to hold it in another place, you must call the parish office as soon as possible to cancel the use of the dates you reserved.

Wedding Date Restrictions:

Weddings are not held on Sundays, Solemnities, during the Pascal Triduum, All Souls Day, and on days and times when liturgical principal or other scheduled liturgies occur. Weddings are discouraged during Lent (40 days before Easter).

Wedding Ceremony Time:

The time allotted for weddings are between 10:00am and 2:00pm. There will be no ceremony scheduled after 2:00pm due to confessions that start at 4:00pm. Three (3) hours are set aside for the wedding, this includes the decorating and clean up of the church.

Rehearsal:

- 1) The date and time of the rehearsal is arranged through the parish secretary. Rehearsals are scheduled between 5:00pm and 7:00pm. One hour is set aside for the rehearsal. All members of the wedding party are asked to be present and on time.
- 2) All participants should dress properly. (Beach wear is **not** appropriate).
- 3) If a priest or deacon from outside the parish has arranged to officiate at the wedding, he must attend the rehearsal.
- 4) The marriage license and donations are to be given to the priest/deacon at the rehearsal.
- 5) If this is a convalidation, a copy of the civil license must be presented (marriage license).
- 6) We ask for your respect and attentiveness while you are in church. It is important that all required members be on time. No eating or drinking is permitted in the church. (We will begin the wedding rehearsal with whoever is present. Please realize that Friday evenings are busy and congested...leave early).

Music:

Each couple will be responsible for contacting a musician for their wedding. Musicians are not provided by St. Anthony Church.

Liturgy:

All decisions regarding the wedding liturgy need the approval of the presiding Priest.

Seating Capacity of the Church:

St. Anthony Church Center can hold 400 people maximum (350 comfortably).

Altar, Ambo Hangings & Seasonal Banners:

May not be removed or relocated.

Rice, Bird Seed, Confetti, Balloons, Soap Bubbles:

May **not** be thrown or used in the church center or on the church grounds for safety and insurance purposes.

Decoration/Other Set-up Information:

No stapling, taping, nailing, gluing or any other form of temporary construction/alteration is permitted to the church, church building or its furnishings. No pew clips or any other decoration that may scratch the pew chairs are allowed.

Public Restrooms:

There are restrooms located on each side of the church center. Our bathrooms are handicapped accessible.

Parking:

Parking is limited during times that our school is in session. Otherwise, ample parking is available.

Scheduling Florist to Decorate:

It is the responsibility of the couple to discuss the time set aside on the day of the wedding for the florist to decorate. If there are flowers or plants in the church, they may not be removed.

Food and Drink in Church:

Food and drinks are not allowed in the church.

Alcohol, Drugs, Smoking:

Alcohol, drugs and smoking are not permitted on the church grounds at any time.

Lost Items:

St. Anthony Church will not be responsible for any wedding items such as flowers, plants, candles and decorations left in the church after the wedding. All items that should go to the family or bridal party should be taken before leaving the church.

Cleaning:

The wedding party is responsible for returning the church to its original condition. Cleaning must be completed before leaving the premises. Throwing flower petals during the procession is discouraged.

Photography & Videography:

- Only the official photographers may take photos during the ceremony. The wedding couple is responsible to inform family and friends that flash photography during the ceremony is not allowed without the prior approval from the priest/deacon.
- Photographers may pose the couple or others and use flash photography before or after the ceremony.
- Pictures must be completed 30 minutes after the ceremony.
- Photographers/videographers may not roam through the church at will nor walk down the aisle or move furniture at any time. During the wedding, they may not come into the sanctuary at any time to take pictures.

Videography:

- Is allowed if the camera(s) are stationary, not moving and used without artificial lighting of any kind at the back of the church.
- No electrical cables may be strung along the floors or walls for safety reasons. Therefore, a battery pack must be used.
- No blocking of the church aisles by the videographer and or stationery camera(s).
- No accommodations can be made whereby the audio recording can be tied into the church sound system or the officiating priest or deacon. Church furnishings will not be moved for the sake of photographs.

Photographers & Videographers should be appropriately dressed.

The pastor, associate pastor or deacon can suspend further photography/video taping if these guidelines are not met. It is the responsibility of the wedding couple to effectively communicate this policy to their photographer. Pastor must approve all exceptions.

Any person using St. Anthony Church agrees to release and indemnify St. Anthony Church or the Diocese of Honolulu against any and all claims and liability for personal injury or property damage sustained by any other person as a result of the activities conducted in the church and on the church grounds. Any person using the church and church grounds shall be responsible for any damage caused to St. Anthony Church property as a result of the activities conducted in the church and church grounds and for any direct extraordinary service support fees resulting from the use of the facilities.

Once you have read and understand the requirements and guidelines please sign and date below. Your signature and donation to St. Anthony indicate an agreement to abide by all these rules and spirit behind them.

Groom's Signature: _____ **Date:** _____

Print Name: _____

Bride's Signature: _____ **Date:** _____

Print Name: _____

If applicable, your Wedding Coordinator must read and sign the **Marriage Guidelines and Requirements**.

Wedding Coordinator Signature: _____ **Date:** _____

Print Name: _____